



AIMS UPDATE FOR TEST COORDINATORS

Superintendent Tom Horne

February 2006

#10

Spring 2006 Testing – Frequently Asked Questions

It is recommended that recipients of the AIMS Update communicate the information to superintendents, charter representatives, principals, school test coordinators, teachers, special education directors, curriculum directors, counselors, assistant principals, students, and parents.

General Test Administration Questions

May students write in the test booklets?

Students participating in grade 9 *TerraNova* may not write in their test books. All other students are permitted to write in their test books. Both grade 2 *TerraNova* and grade 3 AIMS DPA utilize a scorable test book. Writing in these test books should be done away from the answer bubbles.

May students use scratch paper?

Only students testing on either grade 2 *TerraNova* or grade 9 *TerraNova* are permitted the use of scratch paper and only as indicated in the *TerraNova Test Directions for Teachers*.

TerraNova Questions

If we are testing grade 9 TerraNova for the first time, how will we receive materials?

CTB will ship materials to you based upon the enrollment numbers you entered during on-line enrollment. If you do not receive grade 9 *TerraNova* materials, contact the Arizona Help Desk during the short-add window.

We do not have enough grade 9 TerraNova test books in storage from last year. How do we get more?

If we did not retain the grade 9 TerraNova test books from last year, how do we get grade 9 TerraNova test books for this year?

Contact the CTB Arizona Help Desk at (888) 630-9145 or arizonahelpdesk@ctb.com during the short-add window to place an order.

We did not save our TerraNova rulers. Will we get more this year?

Yes. New rulers will be sent with the grade 2 *TerraNova* test books and the grade 9 *TerraNova* answer documents.

What materials should we save for next year?

Keep in secure storage for use next year, all grade 9 *TerraNova* test books, all unused grade 2 *TerraNova* test books, and all *TerraNova Test Directions for Teachers*.

Student Barcode Label Questions

Will each district/charter automatically receive student barcode labels for each student eligible to test?

Yes. Each district/charter holder should receive precoded Student Barcode Labels. Student demographic data was extracted from SAIS on January 18 for AIMS HS Writing and Reading and on February 1 for all other testing.

Can schools confirm what is coded into each student barcode label?

Yes. A barcode roster list is included with each set of labels. This roster shows all of the demographic data that is coded within each student label.

If a student's barcode label has an error in it, should we use the label?

If the student's SAIS ID number is correct, use the barcode label and upload to SAIS corrected student demographic information.

Private School and Home School Questions

Must districts/charters test private schooled or home schooled students who request to test on AIMS DPA or AIMS HS?

Charter schools are not required to test private schooled or home schooled students, but may do so. If a private schooled or home schooled student asks to participate in AIMS testing, a district school must accommodate this request if the student resides within the school's attendance boundaries. If a school or district has more private schooled students and/or home schooled students requesting to test than can be accommodated, please contact Irene Hunting (Irene.Hunting@azed.gov or 602.542.5450) for advice.

Will the scores of private school and home school students affect our AYP or AZ LEARNS calculations or the aggregate scores on our paper reports?

No. When testing a private school or home school student mark the "home school" bubble on the answer document, and the student's scores will not affect your school or district results.

Shipping and Scoring Questions

Our district/charter will be on Spring Break during the week of March 13 – 17 when test materials are expected to be received. How do I change the delivery date for my test materials?

Contact the CTB Arizona Help Desk at (888) 630-9145 or arizonahelpdesk@ctb.com.

What happens if scorable items are placed in non-scorable boxes?

Such items will not be immediately or automatically scored. Districts/charters will be required to pay for the late scoring of such items.

In April, if our nonscorable items for AIMS HS Mathematics, AIMS DPA, and TerraNova are ready for pickup when EGL arrives to pickup our scorable items, can we give them our nonscorables as well?

No. Please wait for the final pickup in May to return your nonscorables for AIMS HS, AIMS DPA, and TerraNova.

If a student is attempting to graduate early, how do we handle his/her answer document?

Place it under a GIS for cohort 2006 or cohort 2005, and submit it.

“Your Study Guide” Questions

What is “Your Study Guide?”

“Your Study Guide” is a customized instructional booklet that provides support for individual high school students based upon their academic needs. Each study guide is based on the performance results of a student who did not meet the standard on one or more subject areas on the AIMS HS. Access to these guides is provided to schools and districts by the state.

Will my school receive a delivery of “Your Study Guide” in print this spring?

No. Students and educators should go to www.yourstudyguide.com/arizona to download a customized study guide using students’ AIMS HS score report or a complete educator or student version of “Your Study Guide” for students who do not have AIMS HS results.

How can I obtain training materials for how to use “Your Study Guide”?

Training materials, including session leader materials and participant handouts, are available at www.yourstudyguide.com/arizona under *Online Resources*. You may conduct your own training sessions with teachers and educators in your district. Additionally, you can contact Kathleen St. Louis at kstlouis@grow.net or (312) 233-7637 to discuss having a Grow representative conduct a training session in your district.

What if I have additional questions regarding “Your Study Guide”?

Please contact the Grow Network/McGraw-Hill Support Team at 1-800-481-GROW (4769), or via e-mail at support@grow.net.

CONTACT INFORMATION

Accountability Division

Ruth Solomon, Associate Superintendent
Sharon Hendrickson, Administrative Assistant
Telephone: 602-364-1955

Assessment Section

Telephone: (602) 542-5031
Fax: (602) 542-5467
<http://www.ade.az.gov/standards>

Roberta Alley, Deputy Associate Superintendent of Assessment
Telephone: (602) 364-1164
Email: roberta.alley@azed.gov

To add your name to the Test Coordinator’s Email list:

Daniel Barbara, Coordinator of State Test Administration
Email: daniel.barbara@azed.gov

AIMS Test Administration Questions:

Daniel Barbara, Coordinator of State Test Administration
Telephone: (602) 542-5345
Email: daniel.barbara@azed.gov

Irene Hunting, Director of State Test Administration
Telephone: (602) 542-5450
Email: irene.hunting@azed.gov

CTB/McGraw-Hill:

Arizona Help Desk
Telephone: (888) 630-9145
FAX: (888) 282-0266
Email: ArizonaHelpDesk@ctb.com

Jessica Breznak, In-State Program Management Specialist
Telephone: (480) 588-5870
Email: Jessica_Breznak@ctb.com

Lindy Wienand, Program Office Coordinator
Telephone: (800) 538-9547 ext 6272
Email: Lindy_Wienand@ctb.com

Regarding the purchase of CTB products contact:

Amber Goularte, Sales Representative
Telephone: (800) 538-9547 x7265
Email: Amber_Goularte@ctb.com